

Contractor and Permit Information to Protect Willoughby Hills Homeowners

Contractors performing work in the City of Willoughby Hills must be registered annually, and before applying for a permit. All contractors are required to have a \$20,000.00 bonding obligation and certificate of liability insurance in the amount of \$100,000/\$300,000 for bodily injury and \$50,000 for property damage (Willoughby Hills named as additionally insured).

Seek a referral from someone you know who is happy with his or her contractor's work. Solicit bids from at least three (3) contractors.

The Building Department is unable to recommend contractors, but can supply a list of registered contractors. Contact the Better Business Bureau for any complaints, etc. against the contractors.

Obtain a written contract which contains a complete scope of work description, drawings, all associated costs, start date and complete date. Obtain a written warranty on all work and materials.

Permits are issued to the person, owner or contractor who shall physically perform the work for which the permit was sought. Verify that the contractor(s) has obtained all necessary building permits before any work begins.

Permits are required for most home repairs and improvements, and help assure the homeowner that the work being done meets quality building standards.

Homeowners pulling permits and performing the work themselves will need to fill out the Homeowner's Permit Acknowledgement Statement in the Permit Application Packet.

Contact the Building Department for permitting requirements and to make sure the contractor (s) are registered to do work in the City of Willoughby Hills. This is for the protection of the property owner and the contractor.

The time needed to issue a permit varies based on what reviews need to be done by the department and boards.

The permit and inspection process is designed to aid residents in the building process.

Make sure the contractor(s) obtain all inspections. Confirm that a final inspection has been obtained before you make a final payment or sign off on the contractor's work.

Report any misrepresentation, shoddy work, failure to honor contracts, unlicensed contractors or other problems you have with a contractor to the Building Department, appropriate licensing board and/or the Better Business Bureau.

You are welcome to contact the Willoughby Hills Building Department at:

440-975-3550